

1 February 1996

Training

CAP OPERATIONAL MISSIONS

This regulation prescribes concepts, policies, and standards which govern the training and qualification of all Civil Air Patrol (CAP) supervisory, ground, and flight personnel in the accomplishment of CAP operational missions. The National Commander prescribes the minimum CAP operational mission training program and associated training/evaluation requirements. Practices, procedures, and standards prescribed in this regulation are mandatory. All suggestions for modification and improvement of the program will be forwarded through the chain of command to HQ CAP/DO.

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Supersedes CAPR 50-15, January 1992. (See signature page for Summary of Changes.)

OPR: DOS

Distribution: In accordance with CAPR 5-4.

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Chapter 1

GENERAL INFORMATION

1-1. Purpose and Scope. This regulation provides direction for CAP operational mission training activities.

1-2. Explanation of Terms. The following terms used throughout this regulation are defined and explained as follows:

a. **AFRCC.** Air Force Rescue Coordination Center which directs and coordinates Air Force authorized missions in search and rescue situations

b. **AFNSEP.** Air Force National Security Emergency Preparedness Office which is responsible for issuing Air Force mission authorization for disaster relief situations.

c. **CAP Operational Mission.** A mission requiring the specialty ratings delineated in Chapter 2 of this regulation.

d. **CAP Form 101.** Operational Mission Specialty Qualification Card issued to CAP members who are qualified and authorized to perform general emergency services (ES) or particular specialty rating duties.

e. **CAP Form 101CN.** Counterdrug Specialty Qualification Card issued to CAP members who are qualified and authorized to participate in counterdrug mission operations.

f. **CAP Form 101T.** Operational Mission Specialty Qualification Training Card issued to CAP members who are training to become qualified in a particular operational specialty rating (not applicable to the counterdrug program).

g. **USAF-Assigned Reimbursable Mission.** Any CAP flight activity flown under an Air Force mission number and Air Force mission symbol for which Air Force reimbursement is provided.

h. **USAF-Assigned Nonreimbursable Mission.** Any CAP flight activity flown under an Air Force mission symbol for which Air Force reimbursement is not provided.

i. **CAP Corporate Mission.** Any CAP operational mission which is not an Air Force-assigned mission and is flown in accordance with CAPR 60-1.

1-3. Responsibilities. All commanders and members must strictly enforce and comply with the provisions of this regulation. A viable training program is essential to preparing CAP personnel for accomplishment of CAP operational missions.

a. **Wing Commanders.** Each wing commander is responsible for the proper training and qualification of all CAP personnel assigned to their wing.

b. **Wing Directors of Operations.** The wing director of operations is responsible for accomplishment of the

following, some of which may be delegated to the wing emergency services officer:

(1) Ensure sufficient qualified personnel are available for operational missions.

(2) Monitor operational mission activities, including training and actual missions.

(3) Coordinate operational mission training requirements and training with other CAP staff agencies.

(4) Maintain records on individual CAP personnel documenting:

(a) Accomplishment of qualification training required by this regulation.

(b) Issuance of Specialty Qualification Cards (CAP Form 101).

(5) Coordinate with state and local agencies for training, joint exercises, etc.

(6) Ensure adequate initial, upgrade, and currency training activities are conducted to maintain the qualification and proficiency of operational mission personnel.

(7) Ensure proper documentation and retention of records for operational mission activities.

c. **Unit Commanders.** Each unit commander shall:

(1) Ensure individuals satisfy all applicable requirements stated in paragraph 2-4 before issuing CAP Form 101T.

(2) Ensure individuals satisfy all applicable requirements specified in paragraphs 2-3 and 2-4 before recommending issuance of a Specialty Qualification Card (CAP Form 101).

(3) Ensure adequate coordination with local agencies for training, joint exercises, etc.

1-4. Supplements/Operating Instructions. No supplements or operating instructions (OIs) may be issued to this regulation by any unit below wing level except the Congressional Squadron. Supplements or OIs may be issued to paragraphs 1-2 and 2-8 of this regulation without prior approval of HQ CAP/DO. Supplements or OIs affecting any other aspect of this regulation may only be issued with the prior written approval of HQ CAP/DO.

1-5. Funding. Civil Air Patrol members and units may be reimbursed for designated expenses incurred during USAF-assigned reimbursable missions. CAPR 173-3 must be reviewed for current reimbursement policies and procedures. State, Red Cross, and other agencies may provide funding of other training activities according to prearranged agreements.

1-6. Wing Emergency Services Recognition. Each calendar year, CAP-USAF/CC presents two emergency services awards within each region. One is presented to the wing demonstrating the best sustained search and rescue performance/capability and the other to the wing demonstrating the best disaster relief performance/capability. These awards are permanently retained by the winning wings. Selection of the wings receiving these awards is accomplished by the respective CAP-USAF Liaison Region Commander based upon the following:

- a. Results of required evaluations.
- b. Quality and quantity of emergency services training activities during the year.
- c. Performance during actual emergency services missions.
- d. Cooperation between the CAP wing and state and local disaster relief agencies (Red Cross, Salvation Army, FAA, etc.).

Chapter 2

OPERATIONAL SPECIALTY RATINGS/PERFORMANCE STANDARDS

2-1. General. This chapter defines authorized CAP operational specialty ratings, qualification and training requirements, and minimum performance standards.

a. Authorization for CAP members to perform various operational specialties is limited to personnel who have successfully completed the training required and satisfactorily demonstrated their ability to meet the performance standards for the particular specialty rating.

b. A specialty qualification card, CAP Form 101 or 101CN, will not be issued to a member until the requirements specified in this regulation have been satisfied.

c. The training/qualification requirements of this chapter are the minimum required. Training should not stop with initial qualification since professional performance demands continuous training. Examples of continuation training programs available are: AFRCC's National SAR School Inland Course, Federal Emergency Management Agency (FEMA) study courses, CAP and USAF training missions, etc.

d. Persons attaining a qualified status under this regulation who will be using CAP frequencies must obtain appropriate communications certification in accordance with CAPR 100-1, Vol 1. Trainees do not need this certification when using these frequencies under the direction of a properly certified instructor.

e. Bloodborne Pathogen Protection. Two primary first responders on each ground team must receive bloodborne pathogen training from a knowledgeable person and have it documented by the wing commander. This training can be accomplished by CAP members that have medical training or have been trained in bloodborne pathogens and should follow current Occupational Safety and Health Administration guidelines. Other sources for the training are Air Force medical facilities (on a space available basis) and civilian agencies electing to donate this service to CAP.

2-2. Specialty Qualification Cards (CAP Form 101/CAP Form 101CN/CAP Form 101T). Application for CAP Forms 101 and 101T is made on CAP Form 100 (Attachment 3). Application for CAP Form 101CN is made on CAP Form 83 (see Attachment 18 and Attachment 19).

a. Prior to application for CAP Form 101, 101T, or 101CN, senior members must complete Level I Orientation (including cadet protection program training) and cadets must complete phase I of cadet training. After Level I Orientation is complete, refer to paragraph 2-3.

b. Except as specified in paragraph c. below, a Specialty Qualification Card, CAP Form 101, is initially issued by the wing (or region) commander to personnel who satisfactorily complete all training and evaluation requirements specified for the requested specialty rating listed in d. and e. below. Specialty ratings listed on CAP Form 101 remain valid through the last day of the 24th month from the date issued. Authority to issue the initial CAP Form 101 in each specialty, except the General ES Specialty, may not be delegated below wing level. The unit commander

is the authority to issue the initial CAP Form 101 in the General ES specialty.

c. A Counterdrug Specialty Qualification Card, CAP Form 101CN, is issued by National Headquarters, through the wing commander, to personnel who have satisfied the applicable program requirements including attending a counterdrug orientation session. See Attachment 18 for specific orientation and CAP Form 101CN instructions. CAP Form 101CN remains valid indefinitely unless revoked, membership is terminated, or the member fails to renew membership within 90 days of expiration.

d. A Specialty Qualification Training Card, CAP Form 101T, for the Mission Coordinator specialty rating is issued by the wing (or region) commander to experienced personnel training for this specialty. The Mission Coordinator specialty rating will be renewed by the wing (or region) commander.

e. A Specialty Qualification Training Card, CAP Form 101T, is issued by the unit commander to personnel training for the specialty rating qualifications listed in (1) through (12) below:

- (1) Air or Ground Operations Director.
- (2) Air Search Coordinator.
- (3) Ground Search Coordinator.
- (4) SAR/DR Mission Pilot.
- (5) Mission Observer.
- (6) Mission Scanner.
- (7) Ground Team Leader.
- (8) Ground Team Member.
- (9) Information (Public Affairs) Officer.
- (10) Flight Line Officer.
- (11) Communications Unit Director.
- (12) Radio Operator.

An individual may be in training for up to three specialty ratings at any one time. This permits them to receive practical experience and training under the direct supervision of qualified instructors. To receive credit for field training, a trainee must have the instructor providing the training endorse CAP Form 101T indicating the date, specialty, mission number, and type of mission. Pilots, observers, and scanners must also record the actual training hours flown. Members may not receive field training towards a specialty qualification rating unless that specialty is shown on CAP Form 101T.

f. In exceptional situations, wing (and region) commanders may accept equivalent training received from other agencies and waive all or portions (except flight checks) of the specialty qualification training requirements specified in paragraph 2-4. Such waivers must be substantiated by appropriate documentation of equivalent training. Authority to waive training requirements shall not be delegated.

g. Training areas listed on CAP Form 101T do not expire, but are deleted once an individual becomes qualified and has the specialty rating added to the CAP Form 101. The CAP Form 101T should be retained and may be used for continued participation in a trainee status pending receipt of CAP Form 101 showing addition of the appropriate specialty rating qualification.

h. Only personnel holding a valid CAP Form 101 or 101CN containing the applicable specialty rating(s) may be assigned to perform duties on CAP operational missions. Individuals in training for a specialty rating may perform mission duties under the supervision of fully qualified personnel provided the trainee has a valid CAP Form 101T containing the particular specialty area and is otherwise authorized to participate in the specific mission activity involved.

2-3. Emergency Services Questionnaire and General Emergency Services Rating Requirements and Performance Standards.

a. Prior to any CAP personnel training or qualifying for emergency services operational specialty ratings, they must satisfactorily complete Part 1 of CAP Form 116, the Emergency Services Questionnaire, and obtain the general emergency services specialty rating (see 2-3b). Air crews (except Transport Mission Pilots) and selected staff personnel must also complete Part 2 of CAP Form 116. The questionnaire is administered by the unit training officer (or designee) prior to the first issuance of CAP Form 101T or 101 to a CAP member. Once successfully completed, the CAP Form 116 questionnaire is not repeated for additional specialty ratings or renewal of existing ratings. Documentation showing completion of this questionnaire is filed in the individual's master record. Answers to the questions will not be provided prior to taking the review. Questions missed should be corrected and explained, to the trainee when the answer sheet is reviewed. This open book questionnaire, which is designed to guide individuals through a systematic study of CAPR 55-1 and CAPR 50-15, provides a basic knowledge of overall qualification, safety, and performance of emergency services operations.

b. A general emergency services specialty rating is required of all individuals initially qualifying in emergency services. It authorizes them to perform administrative and general operations support functions under the direction of qualified staff personnel. A general emergency services rating may also be issued to chaplains desiring to assist in emergency services operations. The following minimum requirements must be satisfied prior to issuance of CAP Form 101 containing the general emergency services specialty rating:

- (1) Current CAP member.
- (2) Complete Level I (cadet phase 1) training.
- (3) Satisfactorily complete CAP Form 116, Part 1.

(4) Satisfactorily complete classroom instruction covering the following subjects:

- (a) CAP emergency services operations.
- (b) State/local laws and regulations.
- (c) CAP operational regulations, procedures, and associated forms.

2-4. Specialty Rating Requirements and Performance Standards. In each specialty rating, "Trainee" requirements must be completed prior to initiating requirements for "Qualified" status. In addition to the items specified in paragraph 2-3, the following minimum requirements must be satisfied prior to issuance of a CAP Form 101T and then CAP Form 101 containing the respective specialty rating(s):

a. Mission Coordinator:

(1) **Trainee.** Satisfy the following for issuance of a CAP Form 101T:

(a) Satisfactory participation in at least one mission as a qualified Ground Team Leader or Member.

(b) Satisfactory participation in at least one mission as a qualified Air Operations Director and one mission as a qualified Ground Operations Director.

(c) Satisfactorily complete the classroom instruction specified in Attachment 7.

(2) **Qualified.** Satisfy the following for issuance of a CAP Form 101:

(a) Senior member at least 21 years of age.

(b) Satisfactory participation in a minimum of two missions as a Mission Coordinator trainee.

(c) Recommendation by a qualified Mission Coordinator.

(d) Demonstrate a thorough knowledge and understanding of all aspects of CAP operational mission procedures and the ability to manage overall mission operations.

b. Air Operations Director:

(1) **Trainee.** Satisfy the following for issuance of a CAP Form 101T:

(a) At least 18 years of age.

(b) Satisfactorily complete CAPF 116, Part 2.

(c) Qualified SAR/DR Mission Pilot or Mission Observer (need not be current).

(d) Satisfactorily complete the classroom instruction specified in Attachment 8.

(2) **Qualified.** Satisfy the following for issuance of a CAP Form 101:

(a) Satisfactory participation in a minimum of two missions as an Air Operations Director trainee.

(b) Demonstrate to a qualified Mission Coordinator or Air Operations Director a thorough knowledge of operational mission procedures and ability to manage CAP air operations.

(c) Recommendation by a qualified Mission Coordinator or Air Operations Director.

c. Ground Operations Director:

(1) **Trainee.** Satisfy the following for issuance of a CAP Form 101T:

(a) At least 18 years of age.

(b) Qualified Ground Team Leader or Member (need not be current).

(c) Satisfactorily complete the classroom instruction specified in Attachment 9.

(2) **Qualified.** Satisfy the following for issuance of a CAP Form 101:

(a) Satisfactory participation in a minimum of two missions as a Ground Operations Director trainee.

(b) Demonstrate to a qualified Mission Coordinator or Ground Operations Director a thorough knowledge of operational mission procedures and ability to manage CAP ground operations.

(c) Recommendation by a qualified Mission Coordinator or Ground Operations Director.

d. Air Search Coordinator:

(1) Trainee. Satisfy the following for issuance of a CAP Form 101T:

(a) At least 18 years of age.

(b) Satisfactorily complete CAPF 116, Part 2.

(c) Qualified SAR/DR Mission Pilot or Mission Observer (need not be current).

(d) Satisfactorily complete the classroom instruction specified in Attachment 8.

(2) **Qualified.** Satisfy the following for issuance of a CAP Form 101:

(a) Satisfactory participation in a minimum of one mission as an Air Search Coordinator trainee.

(b) Demonstrate to a qualified Air Operations Director or Air Search Coordinator a thorough knowledge of airborne search operations and ability to coordinate CAP air search operations.

(c) Recommendation by a qualified Air Operations Director.

e. Ground Search Coordinator:

(1) Trainee. Satisfy the following for issuance of a CAP Form 101T:

(a) At least 18 years of age.

(b) Satisfactorily complete CAPF 116, Part 2.

(c) Qualified Ground Team Leader or Member (need not be current).

(d) Satisfactorily complete the classroom instruction specified in Attachment 9.

(2) **Qualified.** Satisfy the following for issuance of a CAP Form 101:

(a) Satisfactory participation in a minimum of one mission as a Ground Search Coordinator trainee.

(b) Demonstrate to a qualified Ground Operations Director or Ground Search Coordinator a thorough knowledge of ground search operations and ability to coordinate CAP ground search operations.

(c) Recommendation by a qualified Ground Operations Director.

f. Search and Rescue (SAR)/Disaster Relief (DR) Mission Pilot:

(1) Trainee. Satisfy the following for issuance of a CAP Form 101T:

(a) At least 18 years of age.

(b) Satisfactorily complete CAPF 116, Part 2.

(c) Current and qualified CAP pilot in accordance with CAPR 60-1, with at least 175 hours pilot in command time including at least 50 hours of cross-country flying.

(d) Satisfactorily complete the classroom instruction specified in Attachment 10, paragraph 2.

(2) **Qualified.** Satisfy the following for issuance of a CAP Form 101:

(a) Current and qualified CAP pilot in accordance with CAPR 60-1, with at least 200 hours pilot in command time including at least 50 hours of cross-country flying.

(b) Satisfactorily complete intensive flight training as specified in Attachment 10, paragraph 3, including a minimum of three separate missions as a SAR/DR Mission Pilot trainee under the direct supervision of a qualified and experienced SAR/DR Mission Pilot. This training shall include all aspects of visual and electronic search procedures, air crew coordination, low altitude navigation with and without electronic navigation aids? and other search mission procedures. Flight training must include each visual search pattern and at least one ELT locating exercise accomplished with and without direction finding equipment. Personnel operating in mountainous terrain must receive additional training in mountainous terrain search procedures.

(c) Recommendation by a qualified SAR/DR Mission Pilot.

(d) Demonstrate a thorough knowledge and understanding of all items listed on CAP Form 91 and satisfactorily complete an evaluation flight check (CAP Form 91) administered by a Mission Check Pilot. (CAP Form 91 is required every second year to maintain currency).

NOTE: Personnel who have received training and demonstrated their proficiency in mountain search procedures will have their CAP Form 101 annotated "Mountain Qualified."

g. Counterdrug Flight Crew. Satisfy the following for issuance of a CAP Form 101CN (a training card shall not be issued for this specialty):

(1) Senior member at least 18 years of age who has been a CAP member for at least two years. Cadet time may count toward the two-year requirement with wing commander approval. Requests for waivers must be submitted in writing, signed by the wing commander, and include a description of the candidate's qualifications and justification for the waiver. All waivers must be approved by the HQ CAP/DOG. Send requests to HQ CAP/DOC, 105 South Hansell Street, Maxwell AFB AL 36112-6332.

(2) Current and qualified SAR/DR Mission Pilot, Observer, or Scanner.

(3) Complete the requirements of paragraphs 2c and Attachment 18 of this regulation.

(4) Satisfy the following minimum flight training and hour requirements:

(a) Pilot in Command (PIC):

- 1) 200 hours PIC for flight over land.
- 2) 250 hours PIC and hold a current instrument rating (or ATP certificate) or 500 hours PIC (no instrument rating) for extended flights over water beyond engine out gliding distance from shore.

3) Satisfactorily complete specific additional training in mountainous terrain search procedures for flights in mountainous terrain.

(b) Observer/Scanner: Current and qualified Mission Observer/Scanner.

(5) Air crew members participating in extended over water operations beyond engine out gliding distance from shore are strongly encouraged to complete a water survival training program.

h. Counterdrug Ground Support Crew. Satisfy the following for issuance of a CAP Form 101CN (a training card shall not be issued for this specialty):

(1) Senior member at least 18 years of age who has been a CAP member for at least two years. Cadet time may count toward the two-year requirement with wing commander approval. Requests for waivers must be submitted in writing, signed by the wing commander, and include a description of the candidate's qualifications and justification for the waiver. All waivers must be approved by the HQ CAP/DOC. Send requests to HQ CAP/DOC, 105 South Hansell Street, Maxwell AFB AL 36112-6332.

(2) Complete the requirements of paragraphs 2-2c and Attachment 18 of this regulation.

(3) Personnel must possess a current CAP Form 101 containing the applicable specialty ratings.

(4) See paragraph 2-4a for counterdrug mission coordinator requirements.

i. Transport Mission Pilot. Satisfy the following for issuance of a CAP Form 101 (a training card shall not be issued for this specialty):

(1) At least 18 years of age.

(2) Current and qualified CAP pilot in accordance with CAPR 60-1, with at least 100 hours pilot in command time including at least 50 hours of cross-country flying.

(3) Satisfactorily complete the applicable classroom instruction specified in Attachment 10, paragraph 2 (items c, e, g, h, and j through r).

(4) Demonstrate to the classroom instructor a thorough knowledge and understanding of:

(a) Transport mission procedures.

(b) FAA regulations.

NOTE: Personnel presently current and qualified as a SAR/DR Mission Pilot are automatically qualified as a Transport Mission Pilot.

j. Mission Observer:

(1) **Trainee.** Satisfy the following for issuance of a CAP Form 101T:

(a) At least 18 years of age.

(b) Satisfactorily complete the classroom instruction specified in Attachment 11, Paragraph 2

(qualified Mission Scanners need not duplicate training previously received).

(c) Possess a qualified Mission Scanner rating or:

Part 2.

02130A.

1) Satisfactorily complete CAPF 116,

2) Satisfactorily complete ECI Course

3) Obtain appropriate communications certification in accordance with CAPM 100-1.

(2) **Qualified.** Satisfy the following for issuance of a CAP Form 101:

(a) Satisfactorily complete ECI Course

02130B.

(b) Satisfactorily complete intensive flight training as specified in Attachment 11, paragraph 3, including a minimum of three separate missions as a Mission Observer trainee under the direct supervision of a qualified and experienced Mission Observer or Mission Pilot. This training shall include all aspects of visual and electronic search procedures, air crew coordination, low altitude navigation with and without electronic navigation aids, and other search mission procedures. Flight training must include each visual search pattern and at least one ELT locating exercise accomplished with and without direction finding equipment. Individuals who possess a qualified Mission Scanner rating need not duplicate previously accomplished training.

(c) Demonstrate to a qualified Mission Observer a thorough knowledge and understanding of SAR/DR operations procedures.

(d) Recommendation by a qualified Mission Observer.

(e) Since Mission Pilots complete the same syllabus as Mission Observers except for scanning techniques and sighting characteristics, qualified Mission Pilots who receive ground instruction from a qualified Mission Observer in scanning techniques and sighting characteristics may be qualified as Mission Observers.

k. Mission Scanner:

(1) **Trainee.** Satisfy the following for issuance of a CAP Form 101T:

(a) At least 18 years of age.

(b) Satisfactorily complete CAPF 116, Part 2.

(c) Satisfactorily complete the applicable classroom instruction specified in Attachment 11, paragraph 2 (items a, b, f, j, o, p, and r).

(2) **Qualified.** Satisfy the following for issuance of a CAP Form 101:

02130A.

(a) Satisfactorily complete ECI Course

(b) Satisfactorily complete intensive flight training as specified in the applicable portions of Attachment 11, paragraph 3 (items a, b, c, and e), including a minimum of three separate missions as a Mission Scanner trainee under the direct supervision of a qualified and experienced Mission Observer or Mission Pilot. This training shall include all aspects of visual and

electronic search procedures, air crew coordination, and other search mission procedures. Flight training must include each visual search pattern and at least one ELT locating exercise accomplished with and without direction finding equipment.

(c) Demonstrate to a qualified Mission Observer a thorough knowledge and understanding of SAR/DR operations procedures.

(d) Recommendation by a qualified Mission Observer.

1. Ground Team Leader:

(1) **Trainee.** Satisfy the following for issuance of a CAP Form 101T:

(a) At least 18 years of age.

(b) Current and qualified ground team member.

(c) Obtain appropriate communication certification in accordance with CAPM 100-1.

(d) Possess a current Red Cross basic first aid card or equivalent (multimedia, advanced first aid, EMCT, EMT, or paramedic qualifications desirable).

(e) Possess a current state driver's license.

(f) Satisfactorily complete the classroom instruction specified in Attachment 12.

(2) **Qualified.** Satisfy the following for issuance of a CAP Form 101:

(a) Satisfactory participation in a minimum of two missions as a Ground Team Leader trainee under the direct supervision of a qualified Ground Team Leader.

(b) Demonstrate to a qualified Ground Team Leader a thorough knowledge and understanding of:

1) Ground search and rescue techniques and procedures.

2) State agreements/plans.

3) Interview techniques and procedures

4) Team Leadership

5) Interagency agreements and operations.

(c) Recommendation by a qualified Ground Operations Director or Ground Search Coordinator.

m. Ground Team Member:

(1) **Trainee.** Satisfy the following for issuance of a CAP Form 101T: Satisfactorily complete the classroom instruction specified in Attachment 13.

(2) **Qualified.** Satisfy the following for issuance of a CAP Form 101:

(a) Satisfactory participation in a minimum of two missions as a Ground Team Member trainee under the direct supervision of a qualified Ground Team Leader.

(b) Possess a current Red Cross basic first aid card or equivalent (Multimedia, advanced first aid, EMCT, EMT, or paramedic qualifications desirable).

(c) Demonstrate to a qualified Ground Team Leader a thorough knowledge and understanding of:

1) Ground search and rescue techniques and procedures.

2) Interview techniques and procedures.

(d) Recommendation by a qualified Ground Team Leader.

n. Information (Public Affairs) Officer:

(1) **Trainee.** Satisfy the following for issuance of a CAP Form 101T:

(a) At least 18 years of age.

(b) Satisfactorily complete CAPF 116, Part 2.

(c) Possess a sound knowledge of CAP history and the *Constitution and Bylaws of the Civil Air Patrol*.

(d) Satisfactorily complete the classroom instruction specified in Attachment 14.

(2) **Qualified.** Satisfy the following for issuance of a CAP Form 101:

(a) Satisfactory participation in a minimum of two missions as an Information Officer trainee under the direct supervision of a qualified Information (Public Affairs) Officer.

(b) Demonstrate to a qualified Information Officer a thorough knowledge and understanding of CAP mission procedures, including:

1) Mission procedures.

2) Media relations.

3) CAP history.

4) CAP state and national operations and activities.

5) Interagency agreements and operations.

(c) Recommendation by a qualified Information (Public Affairs) Officer.

o. Flight Line Officer:

(1) **Trainee.** Satisfy the following for issuance of a CAP Form 101T:

(a) At least 18 years of age.

(b) Possess a CAP Radio Operator Permit, CAP Form 76.

(c) Satisfactorily complete the classroom instruction specified in Attachment 15.

(2) **Qualified.** Satisfy the following for issuance of a CAP Form 101:

(a) Satisfactory participation in a minimum of two missions as a Flight Line Officer trainee under the direct supervision of a qualified Flight Line Officer.

(b) Demonstrate to a qualified Flight Line Officer a thorough knowledge and understanding of:

1) Aircraft ground operations.

2) Flight line operating procedures

(c) Recommendation by a qualified Flight Line Officer.

p. Communications Unit Director:

(1) **Trainee.** Satisfy the following for issuance of a CAP Form 101T:

(a) Possess a CAP Radio Operator Permit, CAP Form 76.

(b) Satisfactorily complete the classroom instruction specified in Attachment 16.

(2) **Qualified.** Satisfy the following for issuance of a CAP Form 101:

(a) Satisfactory participation in a minimum of two missions as a Communications Unit Director trainee under the direct supervision of a qualified Communications Unit Director.

(b) Demonstrate to a qualified Communications Unit Director a thorough knowledge and understanding of:

- 1) Mission communications operations.
- 2) Radio operating procedures.
- 3) Equipment setup and operation.
- 4) Applicable OPLAN 1000 and SCATANA procedures.

5) Interagency agreements and operations.

(c) Recommendation by a qualified Communications Officer.

q. Radio Operator:

(1) **Trainee.** Satisfy the following for issuance of a CAP Form 101T:

(a) Possess a CAP Radio Operator Permit, CAP Form 76.

(b) Satisfactorily complete the classroom instruction specified in Attachment 17.

(2) **Qualified.** Satisfy the following for issuance of a CAP Form 101:

(a) Satisfactory participation in a minimum of two missions as a Radio Operator trainee under the direct supervision of a qualified Communications Unit Director.

(b) Demonstrate to a qualified Communications Unit Director or other person designated by the wing (region) Director of Communications a thorough knowledge and understanding of:

- 1) Radio communication procedures.
- 2) Operation of radio equipment.

(c) Recommendation by a qualified Communications Unit Director.

r. Radiological Monitor (Air/Ground). Training and qualification will be as specified by the wing in consultation with state and Federal Emergency Management Agency personnel. A CAP Form 101 need not be issued.

2-5. Currency Requirements. Personnel must participate in at least one mission (actual, training, or proficiency sortie) every two years in each specialty area, or an interchangeable specialty area as shown in Attachment 1, to retain currency in a particular specialty rating.

2-6. Renewal of Expiring Specialty Qualification Cards:

a. Specialty Qualification Cards, CAP Form 101, expire on the last day of the 24th month from the date issued. If necessary to satisfy state requirements, wings may specify an earlier expiration time.

b. To renew an expiring card, the member must have:

- (1) Current CAP membership.

(2) Participated in at least one mission (actual or training) in the previous two years in each specialty (or interchangeable specialty) for which renewal is requested.

(3) A current CAP Form 5 flight check (pilots only).

(4) A current CAP Form 91 flight check (SAR/DR mission pilots only).

c. Application for renewal should be submitted to the appropriate unit commander on CAP Form 100 at least 45 days prior to expiration of the member's CAP Form 101. The unit will notify the wing of the renewal within 30 days of the renewal.

d. The Mission Coordinator specialty rating will be renewed by the wing (or region) commander.

2-7. Requalification Procedures:

a. Individuals previously qualified in various specialty qualification areas may be reissued a specialty qualification card, CAP Form 101, without reaccomplishing all initial training requirements provided the CAP Form 101 expired less than two years prior to the date of the application for reissuance of the card. This individual must demonstrate satisfactory knowledge of the specialty(ies) by participating in a mission under the supervision of an individual qualified in that specialty.

b. Specialty qualification cards expired for more than two years shall not be reissued until the individual reaccomplishes initial training and qualification requirements.

c. In exceptional situations, wing (and region) commanders may waive all or portions (except flight checks) of the requalification requirements for a particular specialty qualification rating. Such waivers must be documented. Authority to waive training requirements shall not be delegated.

d. Requalifications will be forwarded to wing for issuance of the CAP Form 101.

2-8. Transfers From Other Wings. Specialty qualification ratings issued in one wing or region may generally be transferred to another wing (or region) without the need for the member to reaccomplish the entire initial training program for various specialty ratings.

a. The transferring member should submit an application for issuance of a Specialty Qualification Card, CAP Form 100, to the new wing (or region) including the current previously issued CAP Form 101 and all supporting documentation. Pending completion of local familiarization training and issuance of CAP Form 101 by the new wing (or region), the member may participate in operational missions under the supervision of a qualified individual from the new wing (or region).

(1) Members requesting transfer of Mission Coordinator, Air Operations Director, or Ground Operations Director ratings must satisfactorily demonstrate their knowledge of state/local procedures on at least one mission under the supervision of a qualified Mission

Coordinator or Air/Ground Operations Director, as applicable, prior to issuance of CAP Form 101 in the new wing (or region).

(2) Members requesting transfer of SAR/DR Mission Pilot ratings must satisfactorily demonstrate their knowledge of state/local procedures on at least one mission under the direct supervision of a qualified SAR/DR Mission Pilot prior to issuance of CAP Form 101 in the new wing (or region).

(b) Wing/region commanders shall establish procedures to provide familiarization training regarding state/local procedures for transferring members.

Chapter 3

USAF-ASSIGNED TRAINING/EVALUATION MISSIONS

3-1. General. This chapter outlines responsibilities and procedures for planning and conducting USAF-assigned training and evaluation missions.

3-2. Responsibilities:

a. The CAP-USAF liaison region and CAP wing liaison personnel are responsible for monitoring and controlling these missions. Liaison personnel may cancel, suspend, or alter the missions as necessary in the interest of safety.

b. The CAP wing/region commander coordinates requested dates for USAF-assigned training/evaluation missions with the respective wing liaison office.

c. The CAP region commander monitors each wing's training program and coordinates region-wide training activities. Region commanders review the results of USAF required evaluations within their region and ensure necessary actions are taken to eliminate any deficiencies identified.

d. The CAP region standardization/evaluation officer (DOV) is responsible for monitoring mission training conducted within the respective region, including accomplishment of the National Check Pilot Standardization Course.

3-3. USAF-Assigned Reimbursable Training and Evaluation Missions For CAP Resources:

a. The goal of the CAP-USAF reimbursable training mission and evaluation program is to assist CAP in developing and maintaining effective, efficient, and safe operations which will benefit survivors. SAR and DR evaluations provide the USAF and CAP with information concerning capabilities and limitations for each wing in the performance of emergency services missions. Wing training missions are also used to identify and strengthen areas requiring additional emphasis and training.

b. Training missions should be designed to improve the wing's ability to perform mission commitments identified in approved agreements and memorandums of understanding. Participation of state and local emergency services agencies is coordinated by the responsible wing commander. At the request of the wing/region commander, wing liaison personnel may assist in coordinating state and local agency involvement in training/evaluation activities.

c. USAF-assigned optional training missions are planned to accomplish specific training requirements. The specific training objectives must be reviewed and approved by the wing liaison officer prior to requesting mission authorization. These missions are administered, monitored, and controlled by region liaison personnel, assisted by other active duty or reserve USAF personnel as required.

d. USAF required evaluations are administered under the control of the CAP-USAF liaison region. Liaison region personnel may be assisted by wing liaison personnel and other active duty or reserve USAF personnel in forming the USAF evaluation team.

e. During USAF required evaluation missions, training of operational mission personnel may only be conducted when not detrimental to accomplishment of the evaluation.

3-4. USAF-Assigned Non-Reimbursable Training Missions for CAP Resources. USAF-assigned non-reimbursable training missions should be designed to provide training to improve the wing's ability to perform mission commitments identified in approved agreements and memorandums of understanding. These missions are intended to permit a wing (or region) to conduct additional training activities beyond those authorized for USAF reimbursement. Non-reimbursable training missions should be planned to accomplish specific training requirements. Specific training objectives must be reviewed and approved by the wing (or region) commander prior to requesting mission authorization. These missions will be administered, monitored, and controlled by the CAP wing (or region commander). Wing liaison personnel, may assist as required.

3-5. National Check Pilot Standardization Course (NCPSC). In addition to training missions otherwise authorized, CAP regions are authorized USAF reimbursable National Check Pilot Standardization Courses each federal fiscal year subject to the availability of funds. This course must be conducted in accordance with the national course curriculum provided to each region and wing. Attendance is restricted to check pilots, pilots qualifying as check pilots, and mission check pilots. Paragraph 3-6 outlines how funding for this course may be obtained.

3-6. Scheduling and Requesting USAF-Assigned Reimbursable Training or Evaluation Missions:

a. **General.** Subject to availability of funds, each wing and region is authorized the following training and evaluation missions during the federal fiscal year to prepare or evaluate the effectiveness of mission capabilities.

(1) Required (both may be combined into one evaluation):

- (a) SAR evaluation (annually).
- (b) DR evaluation (annually).

(2) Optional (as necessary):

- (a) SAR training missions.
- (b) DR training missions.
- (c) CD training missions (up to 4 annually).
- (d) CD orientation sessions.
- (e) NCPSC.

Required Evaluation Scheduling. The responsible CAP-USAF liaison region will schedule each wing for one SAR and one DR evaluation each year (these may be combined and/or no-notice). The liaison region will forward a copy of the region evaluation schedule to HQ CAP/DO and CAP-USAF/XO.

c. Procedures to Request USAF-Assigned Training, Evaluation, NCPSC, or CD Orientation/Training Missions. The wing commander in coordination with the wing liaison office, plans and estimates the cost of the mission and, in each case completes a copy of CAPF 10 (attachment 2). Request and authorization procedures for these missions are as follows:

(1) SAR/DR/NCPSC:

(a) After the CAP wing/region commander and wing liaison officer sign the CAP Form 10, they forward it to the CAP-USAF liaison region. The CAP Form 10 must arrive at the CAP-USAF liaison region at least 30 days prior to the activity date.

(b) The CAP-USAF liaison region will complete the appropriate blocks and return a copy of the form to the wing liaison officer. This mission authorization includes a mission number and a fund cite for the estimated reimbursement authorized for the mission.

(2) Counterdrug:

(a) After coordinating the training/orientation date(s) with the region counterdrug director, the wing/region commander and wing liaison officer prepare and sign a CAP Form 10 (Attachment 2) with a proposed training scenario and forward it to the CAP-USAF liaison region. The CAP Form 10 should arrive at the liaison region 30 days prior to the planned event.

(b) The liaison region reviews the CAP Form 10 and if satisfied with the operations plan/objectives and safety considerations, forwards it to HQ CAP/DOC. HQ CAP/DOC must receive the CAP Form 10 from the liaison region at least 20 days prior to the planned event.

(c) HQ CAP/DOG approves/disapproves the training request and provides a training mission number via the CAP Form 10 to the wing liaison office with a copy to the liaison region and HQ CAP-IJSAF/XO at least 10 days prior to the event

d. Post Mission Procedures. After completion of the mission, claimed reimbursement should be summarized on the CAPF 10 by the wing liaison office and returned to the CAP-USAF liaison region and HQ CAP/DO.

Claimed expenditures will not exceed the estimated amount specified in block 2 on the CAPF 10 without specific approval of the CAP-USAF liaison region (SAR/DR) or HQ CAP/DO (CD). The CAPF 10 must be forwarded within 30 days of completion of the event with adjustments allowed for up to 60 days.

3-7. Additional Training Requirements. Wings will prepare a fiscal year training forecast to include estimated costs by 15 Aug each year (with a semi-annual update due on 15 Feb). Wings will fill out preliminary CAPFs 10 in accordance with their annual (15 Aug) training forecast. The wing liaison office will forward copies of this schedule and the resulting CAPFs 10 to the appropriate CAP-USAF region who will review and forward them to HQ CAP/DO. *Note: In the interest of information exchange, neighboring wings are encouraged to visit other wings training (Participation at host wing commander's discretion).*

3-8. USAF Reimbursement. Reimbursement procedures will be in accordance with CAPR 173-3.

3-9. Mission Reports:

a. USAF evaluation team members use CAP-USAF Pamphlet 12, Civil Air Patrol SARIDR Evaluation Guide, during required evaluations. Results of evaluations are documented and sent to the respective CAP wing/region commander, CAP-USAF/XO, and HQ CAP/DO. Wing commanders will review the evaluation report and forward corrective actions for all items rated less than satisfactory (or "no" on a yes/no question) to the CAP region commander, with a copy to the CAP-USAF liaison region. The wing commander will forward these responses not later than 30 days following receipt of the report from the USAF evaluation team.

b. Reports on National Check Pilot Standardization Course results, including a list of those successfully completing the activity will be prepared by the course manager and forwarded to the authorizing CAP-USAF region liaison office and HQ CAP/DOV.



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Attachments:

1. Interchangeability of Specialty Qualification Ratings
2. CAP Form 10, *Request, Authorization, and Report for Training/Evaluation Missions*
3. CAP Form 100, *Application for Specialty Qualification Card (CAPF 101) or Specialty Qualification Training Card (CAPF 101T)*
4. CAP Form 101, *Specialty Qualification Card*
5. CAP Form 10 IT, *Specialty Qualification Training Card*
6. CAP Form IOICN, *Counterdrug Specialty Qualification Card*
7. Mission Coordinator Training Guide
8. Air Operations Director/Air Search Coordinator Training Guide
9. Ground Operations Director/Ground Search Coordinator Training Guide
10. Mission Pilot Training Guide
11. Mission Observer/Scanner Training Guide
12. Ground Team Leader Training Guide
13. Ground Team Member Training Guide
14. Information (Public Affairs) Officer Training Guide
15. Flight Line Officer Training Guide
16. Communications Unit Director Training Guide
17. Radio Operator Training Guide
18. Procedures for Counterdrug Orientation
19. CAP Form 83, *CAP Counterdrug Application/Clearance Screening*
20. CAP Form 81, *Counterdrug Orientation Attendance Roster*

SUMMARY OF CHANGES

Consolidates and supersedes all previous letters on counterdrug operating procedures. Changes references from "counternarcotics" to "counterdrug." Communications certification (ROP) required only when CAP frequencies will be used. Bloodborne pathogen policy added. Consolidated much of counterdrug information into Attachment 18. Clarifies that "Trainee" requirements have to be met prior to moving on to the requirements for "Qualified." Counterdrug Ground Crew added. Adds Mission Pilot as trainer for Observer and Scanner. Moved completion of ECI course for Scanner to "Qualified." Radiological monitoring requirements now specified by the wing deleted from various specialties. Permits unit commanders to renew CAPFs 101 and notify wing. Reflects consolidation of CAP-USAF Forms 2 and 11 into CAP Form 10. CAPFs 81 and 83 revised. Includes numerous other administrative changes and consolidations.